

NOTICE OF FUNDING OPPORTUNITY

NOFO No. 2015-FPF-Togo-1
Under Full Participation Fund

I. Purpose

The purpose of this Notice of Funding Opportunity (NOFO) is to solicit applications for funding from prospective new partners in order to support the implementation of activities in Togo. This Full Participation Fund (FPF) project is a one-year initiative funded through the Secretary's Office on Global Women's Issues (S/GWI) directed by U.S. Embassy Lome and implemented in collaboration with several Togolese Ministries and other partners. The project will create, publish, and distribute a resource comic book for adolescents including themes of youth empowerment and gender equality.

The project also targets specific human rights needs in Togo. The 2014 Human Rights Report for Togo notes: "Other human rights abuses included... rape, violence, and discrimination against women; child abuse, including female genital mutilation/cutting (FGM/C) and sexual exploitation; and trafficking in persons. Official and societal discrimination persisted against persons with disabilities, regional and ethnic groups, and lesbian, gay, bisexual, and transgender (LGBT) persons. Child labor, including forced child labor, was a problem." The themes of the project will touch on many of these issues.

In order to raise public awareness of the new resource book, U.S. Embassy Lome is now seeking applications from qualified partners to direct trainings for teachers and journalists and to conduct a public messaging campaign in close collaboration with U.S. Embassy Lome staff. Based on current needs for this project, U.S. Embassy Lome invites proposals for activities including the following:

- Conducting training sessions for schoolteachers and journalists to familiarize them with the text and its contents, enabling them to transmit its messages to adolescents utilizing this new resource book; (Two-day sessions in three locations: Lomé/ Golfe; Maritime/Plateau; and Central/Kara/Savane)
- Conducting a public messaging campaign designed to empower and protect adolescents and promote gender equality by publicizing correct, current information on Togolese laws;
- Conducting a public messaging campaign to publicize correct, current scientific facts relevant to Togolese youth health.

The US Embassy in Togo anticipates awarding at least one grant to fund applications submitted in response to this NOFO. **The deadline for all applications is Thursday, September 3, 2015, at 5 p.m.** It is expected that this grant will be funded for \$38,000, and that it will be awarded for

an initial period of 12 months (September 25, 2015 to September 25, 2016). Only local and non-governmental organizations are eligible for funding. Please note that the application process is free of charge.

The issuance of this NOFO does not constitute an award commitment on the part of the U.S. Embassy in Togo, nor does it commit U.S. Embassy Lome to pay for any costs incurred in the preparation and submission of an application. Furthermore, the selection panel reserves the right to reject any of the applications submitted.

2. Objectives and Approaches

Launched by Secretary Kerry in 2013, the ground-breaking Full Participation Fund supports innovative efforts by bureaus and posts to integrate gender into their overall efforts, including their operations and programming. The FP Fund offers posts and bureaus the opportunity to demonstrate how gender can be integrated into the day-to-day foreign policy-making process of the U.S., while crafting programs that directly promote empowerment of women and girls abroad. In order to help achieve this goal, U.S. Embassy Lome applied for this grant to develop, print, and distribute a resource comic book for adolescents including themes of youth empowerment and gender equality. From August 1, 2015 until September 2016, U.S. Embassy Lome will work alongside the Ministry of Education; Ministry of Health; Ministry of Social Action, Women's Advancement, and Literacy; UNFPA; USAID; Peace Corps; and other partners on this project. In order to raise public awareness of this new resource, this RFA seeks a local NGO to direct trainings for teachers and journalists and conduct a public messaging campaign in close collaboration with U.S. Embassy Lome staff.

3. Grant Program Description

3.1. Program description

Based on current needs for this project, U.S. Embassy Lome invites proposals for activities including the following:

- Training teachers and journalists on education and behavior change communication (BCC) utilizing this new resource book;
- Conducting a public messaging campaign designed to empower and protect adolescents and promote gender equality by publicizing correct, current information on Togolese laws;
- Conducting a public messaging campaign to publicize correct, current scientific facts relevant to Togolese youth health

3.2. GRANT MONITORING & REPORTING

All applications must include a specific and detailed plan for monitoring and reporting. Selected organizations will develop an overall Monitoring and Evaluation (M&E) system for tracking activities. U.S. Embassy Lome will evaluate progress by monitoring selected indicators and assessing these in relation to target program objectives. Reporting on additional indicators will be required, on occasion. Grantees will be expected to submit monthly reports on indicators to U.S. Embassy Lome.

Selected applications will be able to inform at least one of the proposed indicators for this grant. Those indicators are as follows:

- Number of teachers and journalists trained;
- Number of individuals reached with educational messages through outreach activities;
- Number of men, women, girls, and boys reached with messages through interpersonal communication;
- Number of individuals referred to Togolese government resources (hotlines, local authorities, etc) based on the information included in the resource book and public awareness campaign;
- Number of local organizations provided with technical assistance for gender equality and youth empowerment-related capacity building

4. Instructions to Applicants

4.1. Eligibility

In order to be eligible for funding under this application, the organization must meet the following criteria:

1. Must be a legally registered organization in Togo. (Please submit a copy of the registration.)
2. Must be a non-governmental organization (NGO). NGOs are defined as one of the following:
 - Nonprofit organizations
 - foundations
 - faith-based organizations
 - private organizations affiliated with public academic institutions
 - community-based organizations
 - professional associations, or
 - consortiums of the above.

4.2. Geographic Focus

This RFA specifically targets implementing the grant activities mentioned above in Togo.

4.3. Review Process

Only complete applications that have been assessed for their financial and management capacity will be considered for funding.

4.4. Structure and content of Application

A. Submission Instructions:

Applications must be submitted in French, use **Times New Roman 11 font size**, and **must not exceed 15 pages in length (including annexes)**.

All submissions must include the proposed project title and must be received before the stipulated closing date and time. Applications may be sent electronically to the following address: FPFLome@state.gov. Applications may also be submitted in hard copy in sealed envelopes addressed to U.S. Embassy Development Office, Full Participation Fund, with the mention “Soumission pour les Subventions FPF” clearly written on the face of the envelope. Applicants may submit questions by email to FPFLome@state.gov. Please note that all communications need to include the name and address of the organization, their email address (if applicable), and phone number.

B. Technical Application: The following format should be followed when drawing up the application:

1. **Table of Contents:** List of all sections, associated page numbers and attachments

2. Project Management Approach

- **Staffing Plan:** Show the individuals proposed for the implementation of activities.
- **Key Personnel:** Provide information on one key personnel position, including a short description of their experience and capacity (relevant to the project description), and an indication of the level of effort he/she will be dedicating towards the grant activities.
- **Management Plan:** Describe how project activities will be managed and what management elements are in place. Specific management and administrative systems (e.g. human resources, logistics, finance and accounting) should be described.
- **Proposed Implementing Partners and Relationships:** Briefly describe collaborative efforts you plan to undertake with other partners in order to best implement grant activities.

3. Technical Approach

- **Problem statement:** Give a brief description of the primary problem that your application wishes to address.
- **Objectives:** The objectives should correspond directly to the problem stated in your Problem Statement and should be concise. Objectives should be specific, measurable, appropriate, realistic and time-bound (SMART).

- **Strategy:** Provide a fairly broad statement of your approach to solving the problem.
- **Activities:** Describe the major activities that will be carried out to reach the grant objectives.
- **Sustainability Plan:** Provide a brief outline stating how the organization proposes to sustain its activities beyond the completion and end of the grant.

4. Implementation Plan

Provide concise time frames and sequencing for the implementation of each activity.

5. Monitoring and Evaluation Plan

Provide indicators and target number of beneficiaries you plan to achieve. Describe how outputs and outcomes will be measured, including how outcomes will contribute to the objectives outlined. Describe how baseline data will be collected, how reporting and quality assurance will be done and how activities will be evaluated.

6. Institutional Capacity Statement:

Describe your organization's capabilities and qualifications for implementing the grant. Present evidence to prove how and why your organization is likely to succeed in implementing the grant. Submit contact information of at least three partners with whom applicants have worked in the past three years in the implementation of a similar program.

7. Annexes:

- Organizational Chart
- Résumé of Key Personnel
- Copy of Proof of Registration
- Other attachments as deemed relevant by the applicant

C. Cost Application:

The cost/budget application should be provided as a separate document. This should detail all direct costs associated with the implementation of grant activities. Please note that the budget should be in U.S. dollars. The budget should be submitted in MS Excel. ([See budget template Attachment A.](#))

The following format should be followed in the preparation of applications:

- **Budget:** A detailed budget based on the technical application should include the following by line item:
 - **Salaries:** A separate line item for each proposed individual, identifying each by name, position category, and level of effort.

- **Fringe Benefits:** Detail all anticipated expenses for fringe benefits required by local law (such as NIS) or by organization policies, including medical and life insurance costs, vacation and sick leave time.
 - **Consultants:** Detailed description of the area of consultancy along with the number of days and estimated daily rate for each individual consultant.
 - **Travel and Transportation:** This item should include total domestic per diem (meals, incidental expenses, and accommodation) and the total cost of any planned transportation (bus, taxis, train, etc).
 - **Other Direct Costs:** Include fixed and variable costs associated with maintaining an office. Costs must be itemized by type of expense, such as rent, utilities, communication (including telephone, fax, postal, courier services and email/Internet), equipment maintenance, office supplies, bank fees, etc. All expenses should show a monthly cost. The portion of these costs allocated to this grant should be proportional to the size and support requirements of this grant in relation to the organization's total portfolio.
 - **Training/Workshops:** Include the number of workshops, the number of participants, the cost per diem, local participant travel costs, and any other related costs.
 - **Supplies:** include the description, quantity and estimated cost of general office supplies and copier supplies.
 - **Equipment (under \$500/unit price):** Include the description, quantity and estimated unit price for any expendable equipment. Include justification for equipment and how it will support grant activities in the budget notes.
 - **Equipment (over \$500/unit price):** Include the description, quantity and estimated unit price for any expendable equipment. Include justification for equipment and how it will support grant activities in the budget notes.
- **Budget notes:** Description of the costs included in the budget and how each expenditure or procurement contributes to project results.
 - **Biographical Data Form:** Must be completed for the Key Personnel Position. ([See Attachment C for blank form.](#))
 - **Pre-Award Questionnaire & Certifications:** These questionnaires and certifications need to be signed and submitted with each organization's applications. **IMPORTANT NOTE:** Additional attachments requested – registration, audits/financial statements, etc. (See Attachment B. ([Word 47KB](#)) ([PDF 130KB](#)))

Please note the following **unallowable costs** under this grant:

- International travel
- Motor vehicles (any)

- Pharmaceuticals
- Agricultural commodities
- Abortion equipment and services
- Fertilizer
- Luxury goods and gambling equipment
- Used equipment or government-owned property
- Application preparation cost
- Any expenses related to purchases or activities deemed illegal under country and/or US law
- Contingency costs
- Fee/Profit

5. Evaluation Criteria

Applications that are most responsive to this RFA will include the following elements:

- A commitment to reach a significant number of individuals via their services.
- West African leadership and involvement.
- Clear linkages to the overarching strategies and action plans of the host country government.
- Partnerships that link organizations or programs with complementary skills, capabilities and resources.

The following are the evaluation criteria against which all applications will be measured. A committee comprised of U.S. Embassy Lomé staff will take part in the selection process.

A. Project Management: 20 points

- **Staffing: 10 Points**
Provision of qualified and experienced team to conduct activities
- **Management Plan: 10 points**
Clear description of management roles and responsibilities, and a structure that promotes efficiency

B. Technical Approach: 35 points

- Demonstrated understanding of how activities directly contribute to the objectives of this NOFO.
- Demonstrated relevance of activities adapted to a quick start-up.
- Evidence that the proposed activities are supportive and consistent with the host government's strategic and implementation plans.
- Feasible strategies for sustaining activities beyond USG funding.

C. Implementation Plan: 10 points

- Inputs and outputs are realistic and achievable within the proposed budget and time frame, and reflect a grasp of the necessary steps needed to ensure the rapid and effective execution of program activities.

D. Monitoring and Evaluation Plan: 10 points

- Plan specifies appropriate and feasible methods for data collection, tracking, verification, analysis and reporting.

E. Institutional Capacity: 25 points

- Demonstrated experience in activity implementation, developing, tracking and analyzing performance indicators.
- Demonstrated transparent financial management
- Past performance narrative and references (3 references) showing successful implementation of related activities.
- Letters of support (1-2) from reputable institutions/leaders (e.g. MoH, community leaders, etc)

Total = 100 points

6. Award

Final negotiations and award will be made by U.S. Embassy Lomé. The agreement will be a grant in which advances and payments will be based on the achievement of milestones or defined deliverables.

ATTACHMENT A: [Budget and Budget Notes template](#)

ATTACHMENT B: Certifications ([Word 47KB](#)) ([PDF 130KB](#))

ATTACHMENT C: [Biographical Data Form](#)